



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>3/1/74</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>MAR - 6 1974      74-78      MAR 22 1974</b>	
2. Agency Application No. <b>PHS-3</b>				3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Parks &amp; Historic Sites Division, Room 707 270 Washington Street, S. W. Atlanta, Georgia 30334</b>	
4. Person to Contact <b>Henry D. Struble</b>				5. Working Title <b>Dir. Pks &amp; Hist.</b>	
				6. Tel. No. <b>656-2754</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1971 to date</b>		9. Exact Series Title <b>DIRECTOR OF PARKS &amp; HISTORIC SITES DIVISION SUBJECT FILE</b>			
10. What is the function of the office in which this record series is created? <b>The Parks and Historic Sites Division is responsible for acquiring, preserving, and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities for the public.</b>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <b>Documents relating to: the functional areas of the Parks &amp; Historic Sites Division which includes state parks operations and historical operations.</b> <b>Included are: correspondence, memoranda, reports, news releases, and other related documents.</b> <b>File is arranged alphabetically by subject.</b>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1      2	
Legal-size File Drawers		3	6	Floor Space Occupied (Square Feet)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES	
				10      2      1      0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]  
(See Below)
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [ ] ADMINISTRATIVE DECISION    f. [X] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [X] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify) \_\_\_\_\_

This record series gives substantive information about the development, programs, functions, policies, goals, methods of operation, organization, and leadership of the Parks and Historic Sites Division and the entire Department of Natural Resources.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>[Signature]</u>		Date <u>3/1/74</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<u>[Signature]</u>	<u>3/4/74</u>
	[X] Approved [ ] Disapproved			
	State Auditor/Designee		<u>William M. Dyer</u>	<u>3-19-74</u>
	[X] Approved [ ] Disapproved			
STATE RECORDS COMMITTEE	Secretary of State/Designee		<u>Carroll Hart</u>	<u>3-18-74</u>
	[X] Approved [ ] Disapproved			
	Attorney General/Designee		<u>[Signature]</u>	<u>3-19-74</u>
	[X] Approved [ ] Disapproved			